



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
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JAMES V. PERDUE
COMMISSIONER

**RE-ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Legal Clerk **NUMBER:** 16-42
JOB CODE: L4500 **DATE:** 01/13/2017
SALARY RANGE: 58 (\$25,200.00 - \$37,389.60) **PCQ#:** 8802075
JOB LOCATION: Bryce Hospital
1651 Ruby Tyler Parkway
Tuscaloosa, AL 35404

MINIMUM QUALIFICATIONS: High school graduate or GED equivalency supplemented by a proficiency in typing, plus responsible experience in legal clerical work and in work affording knowledge of the laws and regulations governing criminal or civil court procedure and practices.

KIND OF WORK: Assist attorneys in the discovery phase of a case and in preparing for trial. Set up/file/retrieve/transfer information for litigation files (both physical and computer files). Process large volumes of legal documents. Compile and compose a monthly status report of all requests to courts concerning criminally committed patients. Develop, implement, and maintain a tracking system for lawsuits, administrative personnel appeals, requests to courts in connection to criminally committed patients, Petitions for Writs of Habeas Corpus, juvenile cases and requests for medical records. Answer and route telephone calls; open, stamp and distribute mail; maintain filing system for general and closed files; process routine bills, travel vouchers, requisitions and other necessary paperwork. Compose correspondence and reports; maintain inventory of office equipment and order office supplies. Review investigative reports and prepare abuse reports for the Department of Human Resources. Maintains law library; coordinate the recommitment process for a high volume of patients and acts as liaison with the Probate Court. Process guardianship requests from treatment teams. Monitors forensic patients' reports requested by the courts. Serve as liaison for Bryce Hospital for Interstate Compact Transfers. Performs other related duties as requested to ensure deadlines are met and work is completed in an accurate manner within specified timeframes.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Familiarity with and general knowledge of law office procedures. Must have good computer skills for both word processing and information retrieval. Knowledge of general office practices, procedures and equipment. Ability to plan, organize and present factual information in an orderly sequence. Ability to properly compose a variety of legal memoranda or letters with only general instructions. Ability

to communicate effectively electronically, orally and in writing. Ability to interact with all levels of staff and the general public in a professional manner.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: February 10, 2017